



CITY OF HOUSTON

Job Posting

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1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification DEPUTY DIRECTOR-PLANNING (EXE LEV)
3	Posting Number PN#109247
4	Department Planning and Development
5	Division Development Services
6	Section
7	Reporting Location 611 Walker
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Directs the administration of specific activities in the Planning and Development Department as assigned by the Director including Policy Analysis, Transportation and Development and Neighborhoods. Acts in the place of the Director in his/her absence. Develops or approves departmental policies, procedures and directives. Meets with employee, governmental, business, professional, civic and other groups to discuss, interpret and explain department policies, programs and objectives. Supports Planning Commission and subcommittees on land development issues. Develops framework for ordinances or policies that encourage development, redevelopment and strengthen neighborhoods. Works closely with the Legal Department on developing ordinances. May advise and assist the Mayor and City Council in developing programs.
10	<u>WORKING CONDITIONS</u> This position is usually physically comfortable the individual has discretion about walking, standing, etc. There are usually no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in City Planning, Architecture, Civil Engineering, Public Administration, Urban Studies or a closely related field.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> More than ten (10) years of experience in City Planning, Architecture, Civil Engineering or a closely related field are required
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<u>PREFERENCES</u> Preference will be given to applicants with strong regulatory, development, and neighborhood background, excellent verbal and writing skills are a plus
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is: <div>Salary Range - Pay Grade 35 \$2,722 - \$5,368 Biweekly \$70,772 - \$139,568 Annually</div>
18	<u>OPENING DATE</u> March 1, 2006
19	<u>CLOSING DATE</u> Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st Floor. TDD phone number 713.837.9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
	An equal opportunity employer